

**IEEE Engineering in Medicine and Biology Society (EMBS)
Hong Kong Chapter
7th Executive Committee Meeting
6 November 2007, 6:30 PM - 8:00 PM
2/F Conference Room 1, HKPC**

M I N U T E

1. Call to Order/Roll Call (Heather)

ExCom Attendees: Bryan So, Carmen Poon, Edmund Lam, Fei Chen, Heather Ma, Kevin Hung, Paul Cheung, William Hau

Apologies: Max Meng, Xiaofei Teng

Heather called the meeting to order at 6:50pm.

2. Approval of the Agenda (Heather)

The agenda was approved unanimously.

3. Approval of the Meeting Minute of September 11, 2007 (Heather)

Carmen noticed a typo to be corrected in Item 4. The minute was approved unanimously.

4. Report on Seminars held on Oct 5 & 26, 2007 (Bryan)

A seminar entitled "Technical Seminar at Price of Wales Hospital on Technological Advancement in Minimally Invasive Surgery for Engineers in Biomedical, Optical and Related Engineer" was given by Philip Chiu, K.K. Choy, Alan Lam, and Mike Sun of CUHK on Oct 5, 2007. The speakers introduced the theory and procedures of Minimally Invasive Surgery. The seminar was followed by a short tour to the surgical facilities. Participants had many questions, and feedback was very positive. On behalf of the Chapter Heather presented a gift to a speaker. 60 people participated. The event was jointly sponsored by IEEE-EMBS HK Chapter; Biomedical Division, HKIE; Electronic Division, HKIE; SPIE HK Chapter; and HKPC.

A seminar entitled 'Hong Kong – a prime location for medical device development and testing "Successful Strategies for Medical Device Clinical Trials"' was presented by Johan Karlberg (Clinical Trials Centre, HKU) at HKPC on Oct 26, 2007. The speaker presented basic approaches and methodologies of clinical trials, as well as challenges that researchers were facing regarding insurance and the IRP. More than 50 people participated. The event was jointly sponsored by IEEE-EMBS HK Chapter; Biomedical Division, HKIE; HKMHDMA; and HKPC.

5. Update of Chapter's Website (Fei)

Fei reported on the following two additions:

- Information, photos, and report of the seminar held at Prince of Wales Hospital on Oct 5, 2007.
- Information of the seminar held at HKPC on Oct 26, 2007.

Kevin suggested adding more links to upcoming EMBS conference / events.

6. Preparation for AGM (All)

As AGM is approaching, the Chapter will submit an annual report to the Section. ExCom suggested including in the report: finance, activities, and membership status.

Bryan and Carmen suggested looking at past annual reports of other chapters for reference.

Kevin will contact the Section's Secretary to inquire about report format and submission deadline.

7. Discussion on ExCom Roster for 2008 (All)

Paul had promised to chair the Chapter for only one year; he will join the ExCom as Past-Chair in the next term.

Paul suggested searching for at most four more ExCom members in addition to the existing roster, and stressed the importance of following the Bylaw.

Kevin will email to IEEE-EMBS HK members a call for nomination for the four Chapter Chief Officers (Chair, Vice-chair, Treasurer, Secretary). Members will be asked to send their nominations to Kevin on or before Nov 14, 2007.

8. A.O.B.

Edmund suggested organizing a small-scale student paper competition next year. It is meant to be a "get-together", networking, and promotional event. He proposed to have entrance fee, prizes for winners, participation of different institutions, invited speakers, and the event not owning any copyright of the papers.

Kevin asked if the event should be organized by the Chapter separately or jointly with other parties, such as HKIE and PolyU, since there were already existing local paper competitions in the field.

Bryan favored a separate competition. HKIE would prefer to keep its own identity for corresponding events. Bryan also proposed having a panel presentation in the competition in order to attract more people to attend and stay behind.

Carmen responded that CUHK will have a summer school / symposium next year. She suggested organizing the competition jointly with the summer school rather than starting a separate one.

William proposed seminars presented by ExCom members. Bryan commented that participation might be a problem.

9. Next Meeting -- AGM

The next meeting will be AGM. Time and venue will be announced later.

10. Adjournment

The meeting was adjourned at 7:35pm.